

# Sites Quick Reference Guide

<http://sites.google.com/a/umn.edu/glearning>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.



## Create a New Site

1 From within Sites, click on the **My sites** link > **Create new site** button on the left. Complete the requested information and click **Create site**.

## Create a Blank Page

2 Click **Create page** and select **Web Page**. Enter the name that will appear in the Sidebar list. You can modify the page's URL or change its order in the Sidebar.

## Add or Edit Content on a Page

3 To add new or edit existing content on a page, click the **Edit page** button. This will bring up a menu to allow you to insert and format various items on your page, as well as a toolbar for formatting text.

You cannot easily insert videos not located on YouTube or Google Video. If videos are not uploaded to one of those two sites, you will have to use third party gadgets to include your own video (for example, in an iframe) or edit the page code.

Storage space on Google Sites is limited, and you are not able to check how much space you have used in the site. Rather than uploading content to your site, upload it to a web accessible folder in NetFiles, and link your site to it. More information on NetFiles can be found at [www.umn.edu/netfiles](http://www.umn.edu/netfiles).

## Turn off Attachments/Comments

4 Go to **More actions** > **Page settings** and uncheck the box for **Allow comments** or **Allow attachments**.

## Share with Viewers or Editors

4 Go to **More actions** > **Manage site** and click on **Share this site** from the list on the left. Type in the email addresses of people to share with and click **Share**.

There are three levels of permissions: can view, can edit, is owner.

**Viewers** can only view pages. They cannot comment on items on a page, but they can view comments left by owners or editors.

**Editors** can create, edit, delete, and move pages; add attachments; add comments; add/remove pages to/from the sidebar navigation; and subscribe to site and page changes.

**Owners** can share with others, change the theme and layout, change the site name, delete the site, and do everything an editor can do.

## Restore a Previous Version

4 To revert back to a previous version of the site, go to **More actions** > **Revision history**. NOTE: You cannot permanently delete pages; they can always be restored from the Revision History.

## Copy a Site

4 To make a copy of a site, go to **More actions** > **Manage this site** > click on **General** under the Site Settings > select **Copy this site** > give the copy a name. You can only copy a site if you are an owner.

## Change a Page's URL

4 Go to **More actions** > **Page settings** and enter text for that page in the site's URL, as underlined in this example:  
<http://sites.google.com/a/umn.edu/glearning/description>

## Reorder Pages in the Sidebar

4 Go to **More actions** > **Manage site** and click on **Site layout** from the list on the left. Under the Navigation section in the center, click the **Edit link** and uncheck **Automatically organize my navigation**. You can then use the arrows to reorder the pages that appear in the sidebar.

## Change the Width of the Sidebar

4 Go to **More actions** > **Manage site** and click on **Site layout** from the list on the left. Click the **Change site layout** button on the top. In the Sidebar section, enter the desired width in pixels.

## Delete a Site

4 Go to **More actions** > **General** and click the **Delete this site** link at the bottom. You can only delete a site if you are an owner.

## Change a Site's Theme

4 Go to **More actions** > **Manage site** and click on **Themes** from the list on the left. There are dozens of themes you can choose from. NOTE: This area also links to site **templates**. You cannot change a site template once a site has been created.